

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

*Westmoreland County Housing Authority
Greensburg, PA*

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: *Westmoreland County Housing Authority*

PHA Number: *PA-18*

PHA Fiscal Year Beginning: (mm/yyyy) *10/2000*

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

☒ Main administrative office of the PHA
Westmoreland County Housing Authority
RD #6, PO Box 223
South Greengate Road
Greensburg, PA 15601 - 9308
Telephone: 724-832-7258

- ☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
☒ PHA development management offices
☐ PHA local offices
☐ Main administrative office of the local government
☐ Main administrative office of the County government
☐ Main administrative office of the State government
☐ Public library
☐ PHA website
☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA

- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)
The Westmoreland County Housing Authority is committed to providing quality, affordable housing, that is decent and safe, to eligible families in Westmoreland County. We strive to make the best use of all available resources so that our residents may live in an environment that is clean, well maintained and attractive. Our goal is to manage our public housing units in a manner that is consistent with good, financially sound property management practices. By taking advantage of available community and government resources, we intend to provide our residents with as many opportunities for economic self-sufficiency as we can identify. We endeavor to instill pride, and a desire for an enhanced quality of life for our residents and their families. We are committed to serving our residents and this entire County in a manner that demonstrates professionalism, courtesy, respect and caring.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
The PHA will examine the need for additional vouchers in 2002.

- ☒ Reduce public housing vacancies
Reduce vacancies 2% yearly over the 5-year period.
- ☒ Leverage private or other public funds to create additional housing opportunities:
The PHA will advertise for 70 units of moderate rehabilitation or project based assistance.
- ☒ Acquire or build units or developments
- ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
 - ☒ Improve public housing management: (PHAS score) 85.8
Achieve and maintain high performer status (90).
 - ☒ Improve voucher management: (SEMAP score)
 - ☒ Increase customer satisfaction:
The PHA will continue to emphasize timely response to maintenance requests.
 - ☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
As per the 5-Year Capital Fund Program discussed in Component No. 7.
 - ☐ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☒ Other: (list below)
During the 5-year Plan period the PHA will examine all elderly high-rises and identify those buildings and units where conversion from efficiency units to one-bedroom units can most economically be undertaken. Prescribed application(s) will be developed and submitted to HUD.
- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☒ Provide voucher mobility counseling:
At time of tenant application for assistance.

- ☒ Conduct outreach efforts to potential voucher landlords.
The PHA will hold periodic meetings with potential landlords.
- ☒ Increase voucher payment standards.
The PHA will reevaluate voucher payment standards in 2001.
- ☐ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs:
- ☒ Implement public housing site-based waiting lists:
Continue current HUD approved 23 site based waiting lists.
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below)
Continue to implement Tenant Based Rental Assistance Program (TBRA)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
Objectives:
 - ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: *The PHA will implement HUD's Deconcentration Policy requirements. The initial analysis indicates that no project exceeds the 15% threshold.*
 - ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
See above comment.
 - ☒ Implement public housing security improvements:
See attached PHDEP application.
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
The PHA plans to increase the number of employed persons by 10% yearly within a universe of 26 families identified as having no income. Others that enter the unemployed category during the Plan period will also be assisted.
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
Pursue cooperative agreement with TANF Agency targeted toward providing supportive services to needy tenants.
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
See the Westmoreland County Housing Authority Fair Housing Policy below.
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
See the Westmoreland County Housing Authority Fair Housing Policy below.
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
The Housing Authority will contract with Three Rivers Center for Independent Living to conduct a follow-up review of all developments to ensure accessibility to persons with disabilities. Emphasis will be placed on access to community space.
 - ☒ Other: (list below)

The Westmoreland County Housing Authority Fair Housing Policy

It is the policy of the Westmoreland County Housing Authority to comply fully with all Federal, State and local nondiscrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. The PHA will comply with all laws relating to Civil Rights including:

- 1. Title VI of the Civil Rights Act of 1964*
- 2. Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)*
- 3. Executive Order 11063*
- 4. Section 505 of the Rehabilitation Act of 1973*
- 5. The Age Discrimination Act of 1975*
- 6. Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern)*
- 7. Any applicable State laws or local ordinances and any legislation protecting individual rights of tenants, applicants or staff that may subsequently be enacted.*

The PHA shall not discriminate because of race, color, sex, religion, familial status, disability, national origin, marital status or sexual orientation in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any project or projects under the Authority's jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof.

Posters and housing information are displayed in locations throughout the PHA's office in such a manner as to be easily readable from a wheelchair.

Other PHA Goals and Objectives: (list below)

The Westmoreland County Housing Authority has developed, as part of its Admissions and Continued Occupancy Plan for the Public Housing Program a number of local objectives that are designed to demonstrate that the WCHA is managing its program in a manner that reflects its commitment to improving the quality of housing available to the public, and its capacity to manage that housing in a manner that demonstrates its responsibility to the public trust. In this regard the Authority intends:

- ❑ *To provide improved living conditions for very low and low income families while maintaining their rent payments at an affordable level.*
- ❑ *To operate a socially and financially sound Public Housing Agency that provides decent, safe, and sanitary housing within a drug free, suitable living environment for tenants and their families.*
- ❑ *To avoid concentrations of economically and socially deprived families in any one or all of the Housing Authority's public housing developments.*
- ❑ *To lawfully deny admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, and comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to PHA employees.*
- ❑ *To provide opportunities for upward mobility for families who desire to achieve self-sufficiency.*
- ❑ *To ensure compliance with Title VI of the Civil rights Act of 1964 and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.*

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Executive Summary

On October 21, 1998 President Clinton signed into law the Quality Housing and Work Responsibility Act of 1998 (QHWRA) as Title V of the 1999 HUD Appropriations Act. The QHWRA constitutes a substantial overhaul of HUD's public housing and Section 8 assistance programs. The Act provides for consolidation of public housing programs, decreased regulations of well managed public housing agencies (PHA's), while

increasing performance standards for PHA's with troubled management. (The Westmoreland County Housing Authority is not a "troubled Authority"). The QHWRA also enacts additional measures to protect access to housing assistance for the poorest of families, deconcentrate poverty in public housing, support families making the transition from welfare to work, and is designed to transform existing public housing into quality housing communities.

As part of the QHWRA, all Housing Authorities including the Westmoreland County Housing Authority are required to develop a Public Housing Agency Plan. This Plan is to be developed by the Housing Authority with input from tenants, and other interested citizens. The Agency Plan is to consist of a "Five Year Plan", which describes the mission of the PHA and its long range goals and objectives; and an "Annual Plan" which provides details about the PHA's immediate operations, program participants, program operations, tenant services and the Authority's strategy for improving general maintenance operations for the upcoming fiscal year. The Agency Plan is to be used as an ongoing planning mechanism. Through this Agency Plan preparation process, the Housing Authority has examined its existing policies and procedures, its short and long term needs, and has attempted to develop a strategy to make more efficient use of federal assistance, and better serve its existing and future tenants. In addition, all existing policies were examined to ensure compliance with the newly enacted QHWRA. Where non-compliance was found the policies were amended to conform to the new Act.

One of the goals of the Annual Plan is to reduce the number of reports that are required to be sent to HUD. In the future the Annual Plan will, to the extent practicable, consolidate all PHA information that is now required to be submitted to HUD. The stated HUD objective is for the Annual Plan to supersede submission requirements currently imposed on PHA's under the various housing programs.

The QHWRA also requires that the Agency Plan developed by the Westmoreland County Housing Authority be consistent with the Consolidated Plan for the jurisdiction in which the Authority is located. Westmoreland County does have a Consolidated Plan. The Public Housing Agency Plan must therefore be consistent with that Plan. A copy of the Public Housing Agency Plan will be sent to the Westmoreland County Department of Planning and Development for their determination of consistency with the Plan.

Following is a summary of required components of the Annual Plan:

1.Housing Needs.

This section reviews existing demographic information in an attempt to project future housing needs in Westmoreland County by race, income category, elderly, special needs, and persons with disabilities. Data sources utilized include the U.S. Census Bureau, the Pennsylvania University Data Center, the Westmoreland County Department of Planning and Development, and the Department of HUD's CHAS Data Sets. Also, the Economist at the local office of HUD was consulted regarding his analysis of low-income housing demands in the County.

In summary there does not appear to be a significant need for additional new construction public housing family units generally in Westmoreland County or specifically in any of the local municipalities. At a minimum, an increased effort to rehabilitate scattered site housing may be appropriate, as would be a reasonable increase in the Section 8 Program, if funding becomes available. Also the rental housing subsidy program, (TBRA) through the HOME Program could also be continued. An analysis of existing data regarding special needs families or families with disabilities, also indicates a very low demand/need for public housing. The statistical data for elderly persons and elderly families appear to indicate more of a need/demand for assisted units. Recent experience however, has shown a relatively slow rent up for elderly developments and a corresponding slow turnover rate for existing developments. There are currently 89 vacancies in the elderly public housing units. There are also 249 vacant family public housing units. The Housing Authority has indicated in its Annual Plan that it will investigate the advisability and possibility of providing additional elderly units in the County in future years.

The Authority is not precluding the consideration of additional family units in the future. Revised data, particularly the 2000 Census data may indicate an expanding need for assisted housing in later years. The Authority intends to use this Housing Needs Analysis, as a planning tool that will be upgraded and refined and it will therefore reflect changing needs. Homeownership programs for eligible families will also be researched in the coming year.

2. Financial Resources.

The QHWRA requires the Authority's Annual Plan to include a statement of the financial resources available to the Authority and the planned uses of those resources. This statement includes the estimated resources/income for major categories as well as proposed expenditures presented by general account classifications.

The Authority anticipates a relatively stable year. For the past four 4 years the Authority's costs/expenses have increased approximately 2% annually. This trend is expected to continue. Income has been reduced slightly but services to residents have remained constant. No new undertakings are planned that would significantly increase expenses or outlays. Please refer to Component 2 of the Annual Plan for details.

3. Policies Governing Eligibility, Selection and Admission.

The QHWRA mandates significant changes to the Authority's Eligibility, Selection and Admission Policy (i.e. Occupancy Policy). The QHWRA requires that PHAs make 40% of their units available to families earning at or below 30% of the area medium income. For the Section 8, tenant based program, 75% of new vouchers must be available to families earning at or below 30% of the area medium income. The QHWRA also requires PHAs to undertake an economic deconcentration effort to see that lower income families are not concentrated in certain developments, and that higher income families are not likewise concentrated in other developments.

In addition the new Act allows Housing Authorities to use site-based, or municipal waiting lists. The WCHA has decided to use site, (as opposed to County-wide or municipal) waiting lists.

Importantly, the QHWRA requires that all public housing tenants that are not exempt participate in a Community Service and Self Sufficiency program. The revised Occupancy Policy, and tenant lease will require that affected tenants must contribute 8 hours per month of community service or volunteer work, or their lease will not be renewed.

It is important to recognize that while the Westmoreland County Housing Authority will attempt to further economic deconcentration in all of its communities, all other admission and occupancy regulations still must be adhered to. Federal laws and regulations regarding site-based waiting lists, numerous income targets, affirmative action plans, and non-discrimination regulations still apply.

The Authority's Admission and Occupancy will be amended to include this new requirement. Please refer to Component 3 of the Annual Plan for further details.

4. Rent Determination.

The QHWRA requires all PHAs to include in their Annual Plan a statement of their discretionary policies that govern rent charges for public housing units, including a discussion of “Flat Rents, Ceiling Rents, and Income Based Rents”. These rental policies are also applicable to families assisted under the Section 8 Program.

The WCHA has adopted ceiling rents, and will continue to use these in place of “flat rents” at this time. The Authority will adopt “flat rents” within the two-year time frame imposed by HUD. Flat rents are based on the rental value of the unit, as opposed to income based rent, which is based on 30% of a tenant’s adjusted income. Ceiling rents are also based on the market value of comparable private rental units in the locality, and are also the most a tenant can pay

5. Operations and Management.

The QHWRA requires a statement of the rules, standards and policies governing maintenance and management of all housing owned or operated by the Housing Authority. These internal operating policies were not directly affected by the new Act, and therefore amendments were not necessary. Existing operational procedures are on file, and available for review at the Housing Authority’s Office.

In program year, 2001, the Authority intends to provide staff training on all aspects of the QHWRA, and its affect on the standard operating procedures of the WCHA. As importantly, the Authority intends to continue internal staff training regarding changing regulations and policies as they are issued.

The Executive and Management staff will carefully monitor those areas that are reflected in HUD’s PHMAP/MAS standards so that the Authority can attain “high performer” status. .Emphasis will be placed on vacancies, turnover time and maintenance.

6. Grievance Procedure.

The Housing Authority of Westmoreland County has had a Grievance Procedure in place for many years, the latest revision being in March 1997. HUD has approved the Authority’s Grievance Procedure. The only change that is now being made, to insure conformity with the new Act, is the addition of certain language under “definitions”, This will permit residents

to file grievances if the Authority decides not to reduce the monthly rent when the PA Department of Welfare reduces a tenants welfare due to fraud or failure to participate in a work activity requirement.

If the Housing Authority receives a request for income reexamination and rent reduction predicated on a reduction in tenant income from the Department of Public Assistance, (Welfare) the Authority will deny the request only after obtaining written verification from the Welfare agency that the family's benefit has been reduced because of non-compliance with economic self-sufficiency programs or work activities requirements, or because of fraud.

Tenants have the right to an administrative review through the Housing Authority's Grievance Procedure.

7. Capital Improvements.

The new Act requires the Housing Authority to describe the capital improvements necessary to insure long-term physical and social viability of its public housing developments. A capital improvement plan could consist of a list of all capital projects and estimated costs. Alternatively, in at least the first year of the Annual Plan an update of the Comprehensive Grant Plan forms will satisfy this component of the Plan. Please see Component 7 of the Annual Plan for further discussion.

8. Demolition and/or Disposition.

The Westmoreland County Housing Authority has no specific plans for disposing or demolishing any public housing units in the year 2001.

Although none of the WCHA units are distressed and must be demolished, the Authority is reserving its option to demolish units under the de minimis exception for demolition provided by the QHWRA. Refer to Component 8 of the Annual Plan for further information.

9. Designation of Public Housing as Elderly or Disabled.

The QHWRA requires Housing Authorities to identify any community or development or building that will be designated for conversion or selected for concentration for elderly or disabled tenants. The Westmoreland County Housing Authority has not made a decision to change the current configuration of any of its properties. In 2001 the Authority will review this alternative for future years.

10. Conversion of Public Housing.

The QHWRA requires that the Annual Plan include a description of any building or buildings that the Housing Authority is required too convert, or voluntarily plans to convert to tenant based assistance. HUD can require Housing Authorities to convert certain buildings to tenant –based assistance if the property is determined to be distressed, and the Authority cannot guarantee the buildings long term viability even with reasonable modernization, density reduction, or other activities. The Westmoreland County Housing Authority has no property that falls into this category.

The QHWRA also requires local housing agencies to assess the desirability or possibility of converting certain buildings to tenant based assistance after HUD issues a final rule on this issue. The Housing Authority will conduct the required assessment in the year 2001 to become a part of the year 2002 Annual Plan. The Authority does not plan to convert any buildings to tenant-based assistance in 2001.

11. Homeownership.

The QHWRA requires Housing Authorities to submit as part of their Annual Plan a description of any homeownership programs underway or proposed for the ensuing year. The Authority has no ongoing home ownership programs and has no specific plans for a homeownership program for the year 2001. However the Authority does intend to research the possibility of establishing, through local social service providers, training programs aimed at families with the potential or interest in pursuing homeownership opportunities.

12. Community Service and Self Sufficiency.

The QHWRA requires that all adult tenants, with some exceptions, who are not employed, must participate in a community service or an economic self sufficiency program for at least 8 hours per month. The purpose of this requirement is to create economic opportunities for public housing tenants. Community service can include volunteer work.

The Westmoreland County Housing Authority, with advice from the Authority's Resident Advisory Board, will establish certain educational and training opportunities that are designed to meet the program objective of

fostering economic self-sufficiency. The Authority staff has begun identifying these opportunities.

It is important to recognize that failure to meet the community service requirements is cause for eviction from Authority owned and operated housing units. The Occupancy Policy and the Lease Agreement have been amended to include this requirement. Component 12 of the Annual Plan provides a full explanation of the projected activities.

13. Safety and Crime Prevention.

The new Act requires PHAs to plan, in conjunction with local law enforcement officials, to increase safety for tenants, and to reduce crime in Authority owned developments.

Since illegal drug use and sales have been determined to be the primary cause of most significant crime in Authority owned developments (absent domestic disputes), the principal focus of the Authority's Safety and Crime prevention activities are centered around an educational program aimed at drug danger awareness. Please see Component 13 Safety and Crime Prevention in the Annual Plan for further discussion.

14. Ownership of Pets.

The QHWRRA now permits common household pets in all public housing units subject to reasonable requirements set by the Housing Authority. The Westmoreland County Housing Authority will adopt a revised pet policy after a final rule is issued by HUD. The new policy will apply to all family and elderly public housing units. The requirements will limit the number of pets per unit, the size, type, breed, security deposits, and animal control requirements.

15. Civil Rights Certification.

The Civil Rights and other required Certifications are included as Attachments to the Plan.

16. Most Recent Fiscal Year Audit.

The most recent Audit is on file at the offices of the Housing Authority. There were no findings reported by the Auditor.

17. Asset Management.

HUD requires PHAs to submit a general statement explaining how they will deploy physical and financial assets to fulfill their mission to the extent that this information is not otherwise addressed in other components of the Plan. The Authority believes that it has already addressed these items throughout this document. As other issues arise, either from public comments or resident involvement they will be addressed here. See Component 17.

18. Other Information.

Table of Contents, a discretionary Executive Summary, and a Progress Report. With the exception of the Progress Report, which becomes part of the 2002 Annual Plan, the other required items are included in this document.

Also to be included here are all comments, suggestions and advisory recommendations presented at the public hearing. The Housing Authority's response to the public recommendations will be presented here as well.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Annual Plan

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HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Implementation of Public Housing Resident Community Service Requirements
- ☐ Admissions Policy for Deconcentration
- ☒ FY 2000 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☒ FY 2000 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	527	4	4	4	1	1	1
Income >30% but <=50% of AMI	237	3	3	3	1	1	1
Income >50% but <80% of AMI	371	2	2	2	1	1	1
Elderly	618	2	2	2	2	1	1
Families with Disabilities	223	N/A					
Race/Ethnicity (white)	1630						
Race/Ethnicity (black)	123						
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2004
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study

Indicate year:



Other sources: (list and indicate year of information)

Pennsylvania State University Data Center - 1999

U.S. Census Data: Small Income and Poverty Estimates, 1990 and updates

Westmoreland County Housing Authority Waiting List - 2000

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	223		10% (193)
Extremely low income <=30% AMI	89	40	
Very low income (>30% but <=50% AMI)	85	38	
Low income (>50% but <80% AMI)	49	22	
Families with children	109	49	
Elderly families	95	43	
Families with Disabilities	19	8	
Race/ethnicity (White)	180	81	
Race/ethnicity (Black)	40	18	

Housing Needs of Families on the Waiting List			
Race/ethnicity (Native American)	0	0	
Race/ethnicity (Hispanic)	3	.05	
Characteristics by Bedroom Size (Public Housing Only) <i>Efficiency</i>			
	65	29	53
1BR	39	17	47
2 BR	87	39	56
3 BR	31	15	37
4 BR	1	less the .01	0
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	726		18.5% (134)

Housing Needs of Families on the Waiting List			
Extremely low income <=30% AMI	574	78.5	
Very low income (>30% but <=50% AMI)	148	20	
Low income (>50% but <80% AMI)	4	.05	
Families with children	427	59	
Elderly families	40	.6	
Families with Disabilities	193	27	
Race/ethnicity (White)	613	84	
Race/ethnicity (Black)	108	15	
Race/ethnicity (Native American)	1	.05	
Race/ethnicity (Hispanic)	4		
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below)
Continue to implement Tenant Based Rental Assistance Program.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)	<i>12,570,886.00</i>	<i>Public Housing and Section 8 Operations; Public Housing Capital Improvements & Safety/Security</i>
a) Public Housing Operating Fund	<i>2,377,267.00</i>	
b) Public Housing Capital Fund	<i>3,051,581.00</i>	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<i>7,108,907.00</i>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<i>443,317.00</i>	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<i>*See Comment Below</i>		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
<i>1998 Comprehensive Grant</i>	<i>1,342,713.00</i>	<i>Public Housing Capital Improvements</i>
<i>1999 Comprehensive Grant</i>	<i>1,478,190.00</i>	<i>Public Housing Capital Improvements</i>
3. Public Housing Dwelling Rental Income	<i>3,625,896.00</i>	<i>Public Housing Operations</i>
4. Other income (list below)		
<i>Public Housing Investment Income</i>	<i>634,551.00</i>	<i>Public Housing Operations</i>
5. Non-federal sources (list below)		
Total resources	<i>20,062,422.00</i>	<i>All Federally Assisted Public Housing & Section 8 Activities</i>

** In 1999 the PHA was the subrecipient of HOME assistance from Westmoreland County in the amount of \$300,000. The funds were used to fund the Tenant Based Rental Assistance Program.*

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: (describe)

Eligibility is verified when applicant reaches the top of the waiting list.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☐ Other (describe)

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

Applicant information is sent to the Westmoreland County District Attorney's Office for FBI clearance in all communities except the City of Monessen. In Monessen local law enforcement officials access the FBI criminal records system to obtain information.

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
☐ Sub-jurisdictional lists
☒ Site-based waiting lists

HUD approved on 8-13-98

☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☒ PHA development site management office
☒ Other (list below)

Applications can be sent and received through the mail.

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

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2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3. ☒ Yes ☐ No: May families be on more than one list simultaneously

If yes, how many lists?

As many as the family chooses.

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office
☒ All PHA development management offices
☒ Management offices at developments with site-based waiting lists
☒ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☐ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction

- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
Elderly applicants (62 or older and/or disabled or handicapped) have preference over near elderly applicants (50 to 62).

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list)

"Questions and Answers" Booklet and list of all PHA developments are given to new applicants.

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

Although the analysis did not indicate concentrations of poverty, the PHA Admissions and Occupancy Policy does contain measures to promote deconcentration.

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
- If selected, list targeted developments below:

- ☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

- ☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

- ☐ Other (list policies and developments targeted below)

- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

- e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☐ Adoption or adjustment of ceiling rents for certain developments
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☒ Other (list below)
- If the PHA determines the applicant has an unsatisfied financial obligation with the WCHA or any other assisted housing development, additional screening is conducted.*
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
- ☒ Other (describe below)
- The landlord is given the prospective tenant's prior address and authorization to contact (including a home visit) and determine previous tenancy history. The PHA will also share other information they might have available.*

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☒ Other (list below)

Applications are available at all public housing projects and at various agencies including the PA Dept. of Welfare, Domestic Abuse Center, etc.

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Upon review of the documented circumstances/situation by the Authority, extensions of up to two 30-day periods can be granted.

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☐ Substandard housing
☒ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction

- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
Substandard housing
- 1 Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ (1) Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ (1) Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - ☐ *Family Unification in conjunction with the Westmoreland County Children's Bureau.*
 - ☐ *Overhoused and underhoused Moderate Rehab. Program families.*

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application

☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

Waiver of the minimum rent in PHA approved hardship cases (documentation from tenant must be available).

c. Rents set at less than 30% than adjusted income

Tenant may select between income-based rent and ceiling rent.

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☒ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☒ Other (describe below)

Exclusion for payment of child support and/or alimony.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☒ Yes for all developments

☐ Yes but only for some developments

☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☒ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☒ Market comparability study
- ☒ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☒ 75 percent of operating costs (*elderly*).
- ☒ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☒ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☒ Other (list below)

An increase in income when received from a current employer does not trigger a rent adjustment until the next recertification.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper

- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)
- The PHA will establish flat rents within the next 2 years.*

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- The Housing Authority will reexamine the payment standards prior to January 2001.*
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
☒ Rent burdens of assisted families
☒ Other (list below)

The PHA regularly examines the private market and its effect on the Section 8 program.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

Waiver of the minimum rent in PHA approved hardship cases.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1934	193
Section 8 Vouchers	1249	231
Section 8 Certificates	432	80
Section 8 Mod Rehab	190	20
Special Purpose Section 8 Certificates/Vouchers (list individually)	57 FSS	
Public Housing Drug Elimination Program (PHDEP)	4 units used as Drug Elimination Centers	
Other Federal Programs(list individually)	The following 202 developments Latrobe-96 units Arnold-125 units	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

The Maintenance operations are under the direction of 3 Regional Maintenance Supervisors. Each Supervisor is responsible for all maintenance activities within a specified geographical area. The Maintenance Supervisors report

directly to the Deputy Executive Director. Coordination is attained by twice monthly meetings. Each supervisor is responsible for the supervision of employees in receiving and completing work-orders, annual inspections of the units, lawn care, snow removal and preventive maintenance functions. Specific written rules and standards exist on the handling of work-orders. Long standing operational policy is followed in other areas. Existing policies as well as overall administrative rules and regulations, including civil service rules are maintained at the offices of the Regional Supervisors as well as the Main Administrative Offices.

Pest control is performed by the maintenance staff of the PHA.

(2) Section 8 Management: (list below)

- ☐ Section 8 Administration Plan
- ☐ Housing Quality Standards
- ☐ HUD Directives

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☒ PHA main administrative office
 - ☐ PHA development management offices
 - ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

The Authority is reserving the right to use up to 20% of the Capital Fund for Operating Fund expenses as provided under Section 9, Part 1 of the QHWRA.

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number PA28P018709 FFY of Grant Approval: 09/2000

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$305,158.00
3	1408 Management Improvements	\$70,000.00
4	1410 Administration	\$167,847.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$130,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	\$97,500.00
10	1460 Dwelling Structures	\$2,194,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	\$87,076.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$3,051,581.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<i>PA 18-28 Lower Burrell Manor</i>	<i>Replace all faucets</i>	<i>1460</i>	<i>30,000.00</i>
	<i>Replace all riser valves</i>	<i>1460</i>	<i>32,000.00</i>
	<i>Replace all stops</i>	<i>1460</i>	<i>12,000.00</i>
	<i>Replace all traps</i>	<i>1460</i>	<i>12,000.00</i>
	<i>Replace all bathroom fixtures</i>	<i>1460</i>	<i>100,000.00</i>
	<i>Replace lobby ceiling</i>	<i>1460</i>	<i>15,000.00</i>
	<i>Replace store front</i>	<i>1460</i>	<i>15,000.00</i>
	<i>Repair hallway between restrooms and elevator</i>	<i>1460</i>	<i>40,000.00</i>
	<i>Replace chillers</i>	<i>1460</i>	<i>40,000.00</i>
	<i>Replace makeup air</i>	<i>1460</i>	<i>20,000.00</i>
	<i>Replace all exhaust fans</i>	<i>1460</i>	<i>25,000.00</i>
	<i>Replace fire alarm system</i>	<i>1460</i>	<i>50,000.00</i>
	<i>Replace community room heating and cooling units</i>	<i>1460</i>	<i>15,000.00</i>
	<i>Replace all pumps and valves</i>	<i>1460</i>	<i>15,000.00</i>
	<i>Upgrade apartment lighting</i>	<i>1460</i>	<i>50,000.00</i>
	<i>Upgrade exterior lights</i>	<i>1460</i>	<i>20,000.00</i>
	<i>Upgrade Common Area lighting</i>	<i>1460</i>	<i>10,000.00</i>
	<i>Roof replacement</i>	<i>1460</i>	<i>85,000.00</i>
	<i>Common Area floor tile replacement</i>	<i>1460</i>	<i>80,000.00</i>
	<i>Tub surrounds</i>	<i>1460</i>	<i>50,000.00</i>

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<i>PA 18-1 East Ken Manor</i>	<i>Shower kits</i>	<i>1460</i>	<i>25,000.00</i>
	<i>GFI's in kitchen and baths</i>	<i>1460</i>	<i>25,000.00</i>
	<i>Water pressure regulators</i>	<i>1460</i>	<i>20,000.00</i>
	<i>Lateral exterior sewer lines (unit to main sewer)</i>	<i>1450</i>	<i>50,000.00</i>
	<i>Gas and water curbbox</i>	<i>1450</i>	<i>25,000.00</i>
	<i>Sewer cleanout caps</i>	<i>1450</i>	<i>2,500</i>
<i>PA 18-2 Park Manor</i>	<i>Replace window lentels</i>	<i>1460</i>	<i>50,000</i>
	<i>Entrance door and jams</i>	<i>1460</i>	<i>100,000.00</i>
	<i>Replace furnaces</i>	<i>1460</i>	<i>255,000.00</i>
<i>PA 18-4 Ken Manor</i>	<i>Replace bi-fold doors</i>	<i>1460</i>	<i>215,000.00</i>
<i>PA 18-12 Irwin Manor</i>	<i>Roof replacement</i>	<i>1460</i>	<i>85,000.00</i>

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<i>PA 18-14 Jeannette Manor</i>	<i>Hot water tanks</i>	<i>1460</i>	<i>25,000.00</i>
	<i>City water service to building</i>	<i>1460</i>	<i>20,000.00</i>
	<i>Replace sidewalks</i>	<i>1450</i>	<i>10,000.00</i>
	<i>Water closets</i>	<i>1460</i>	<i>15,000.00</i>
	<i>Exterior maintenance shed</i>	<i>1450</i>	<i>10,000.00</i>
	<i>Interior doors</i>	<i>1460</i>	<i>25,000.00</i>
<i>PA 18-26 St. Clair Manor</i>	<i>Roof and exterior repairs, incl. gable end porch soffit, fascia, gutters, downspouts, entrance and storm doors</i>	<i>1460</i>	<i>120,000.00</i>
	<i>Traps, valves, fixtures</i>	<i>1460</i>	<i>60,000.00</i>
	<i>Electric meter sockets</i>	<i>1460</i>	<i>30,000.00</i>
	<i>Light fixture upgrade</i>	<i>1460</i>	<i>30,000.00</i>
	<i>Interior doors</i>	<i>1460</i>	<i>18,000.00</i>
	<i>Bathroom renovation</i>	<i>1460</i>	<i>120,000.00</i>
	<i>Kitchen renovation</i>	<i>1460</i>	<i>210,000.00</i>
	<i>Replace 2nd floor tile</i>	<i>1460</i>	<i>30,000.00</i>

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Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<i>PHA - Wide Activities</i>	<i>Sundry Expenses:</i>		
	<i>Bid Advertisement</i>		<i>20,000.00</i>
	<i>Management Improvement:</i>		
	<i>Additional Security</i>	<i>1408</i>	<i>70,000.00</i>
	<i>Operations</i>	<i>1406</i>	<i>305,158.00</i>
	<i>A&E fees</i>	<i>1430</i>	<i>130,000.00</i>
	<i>Computer Hardware (main server)</i>	<i>1475</i>	<i>87,076.00</i>

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
<i>PA 18-28 Lower Burrell Manor</i>	<i>9-30-2002</i>	<i>9-30-2003</i>
<i>PA 18-1 East Ken Manor</i>	<i>9-30-2002</i>	<i>9-30-2003</i>
<i>PA 18-2 Park Manor</i>	<i>9-30-2002</i>	<i>9-30-2003</i>
<i>PA 18-4 Ken Manor</i>	<i>9-30-2002</i>	<i>9-30-2003</i>
<i>PA 18-14 Jeannette Manor</i>	<i>9-30-2002</i>	<i>9-30-2003</i>
<i>PA 18-12 Irwin Manor</i>	<i>9-30-2002</i>	<i>9-30-2003</i>
<i>PA 18-26 St. Clair Manor</i>	<i>9-30-2002</i>	<i>9-30-2003</i>
<i>PHA -Wide Activities</i>	<i>9-30-2002</i>	<i>9-30-2003</i>

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 18-4	CENTRAL TOWERS			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
SIDEWALK ELEVATOR RENOVATIONS (1) OUTDOOR COMMUNITY SPACE			30,000.00 15,000	2001 2001
Total estimated cost over next 5 years			\$45,000.00	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 18-14	JEANNETTE MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
ELEVATOR RENOVATIONS (2)			200,000.00	2001
REPLACE APPLIANCES (100)			100,000.00	2002
INSTALL AUTOMATIC DOOR AT ENTRANCE (2)			50,000.00	2002
NEW WATER SERVICE INTO BUILDINGS			100,000.00	2002
CLEAN AND SEAL BUILDING EXTERIOR (1)			30,000.00	2002
SITE IMPROVEMENTS			65,000.00	2002
OUTDOOR COMMUNITY SPACE			15,000.00	2002
OUTDOOR STORAGE SHED FOR FLAMMABLE MATERIALS			15,000.00	2003
Total estimated cost over next 5 years			\$575,000.00	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-12	IRWIN MANOR		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
REPLACE KITCHEN AND BATHE FLOOR TILE (74)	37,000.00	2001
NEW WATER CLOSETS (74)	14,800.00	2001
REPLACE GAS VALVES IN EFFICIENCY UNITS (50)	7,400.00	2001
REPLACE FLOOR TILE IN LAUNDRY ROOMS (4)	8,000.00	2001
REPLACE BATHROOM VANITIES (74)	22,200.00	2001
OUTDOOR STORAGE SHED FOR FLAMMABLE MATERIALS	15,000	2002
Total estimated cost over next 5 years	\$104,400.00	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 18-1	EAST KEN MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
REPAIR BASEBALL AND BASKETBALL COURTS (1) NEW FLAT ROOF OVER GARAGE/SHOP (1) REPLACE FLUE PIPE FROM FURNACE HOT WATER TANK THROUGH TO THE ROOF (126) REPLACE FURNACES (126) REPLACE HOT WATER TANKS (126) UPDATE RECEPTACLES, LIGHTS AND SWITCHES (126) REPLACE ENTRY DOORS (252) REPLACE STORM DOORS (252) NEW ADDRESS NUMBERS FOR UNITS (126) EXHAUST FANS FOR KITCHENS AND BATHROOMS (252)			100,000.00	2001
			20,000.00	2004
			63,000.00	2004
			315,000.00	2004
			63,000.00	2004
			126,000.00	2004
			75,600.00	2004
			37,800.00	2004
			12,600.00	2004
			25,200.00	2004
Total estimated cost over next 5 years			\$838,200.00	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 18-2	PARK MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
SHED FOR FLAMMABLE MATERIALS (1) REPLACE SIDEWALKS (102) REPAIR BASKETBALL COURT (1) REPLACE FOGGED THMOPANES (1) INSTALL SHOWER IN GARAGE (1) FURNACE REPLACEMENT (102)			15,000.00	2001
			30,000.00	2001
			2,000.00	2001
			800.00	2001
			2,000.00	2001
			100,000.00	2001
Total estimated cost over next 5 years			\$149,800.00	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 18-5	EASTGATE MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
REPLACE PLUMBING LINES (50)			65,000.00	2001
INSTALL VIDEO SECURITY SYSTEM (1)			8,000.00	2001
REPLACE FLOOR TILE IN ALL APARTMENTS (50)			100,000.00	2001
REPLACE MAILBOXES (50)			5,000.00	2001
REPLACE APPLIANCES (50)			36,500.00	2001
OUTDOOR STORAGE SHED FOR FLAMMABLE MATERIALS			15,000.00	2002
REPLACE ENTRANCE DOORS (50)			25,000.00	2004
INSTALL NEW INTERCOM SYSTEM (50)			50,000.00	2004
REPLACE COMMUNITY ROOM FURNITURE (1)			5,000.00	2004
SEAL THE EXTERIOR OF BUILDING (1)			15,000.00	2004
REMODEL PUBLIC RESTROOMS (4)			40,000.00	2004
Total estimated cost over next 5 years			\$364,500.00	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 18-6	VALLEY MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

REPLACE PLUMBING LINES (72)		65,000.00	2001
REPLACE ENTRANCE DOORS		30,000.00	2001
REPLACE FIRST FLOOR CEILING TILE (1)		15,000.00	2001
REPLACE APARTMENT FLOOR TILE AND COVE BASE (72)		144,000.00	2001
NEW LAUNDRY TUBS, FAUCETS AND VALVES (2)		500.00	2004
INSTALL NEW WALL MOUNTED SHOWERS (72)		7,200.00	2004
NEW KITCHEN FAUCETS (72)		10,000.00	2004
NEW BATHROOM FAUCETS (72)		10,000.00	2004
NEW COMMODES (72)		7,200.00	2004
REPLACE REAR ENTRANCE DOORS (4)		1,000.00	2004
REPLACE FIRST FLOOR DROP CEILING (1)		12,000.00	2004
COMMUNITY ROOM CARPET (1)		12,000.00	2004
NEW LOCKS ON ENTRANCE DOORS (72)		21,600.00	2004
REPLACE SWITCHES AND OUTLETS IN ALL APARTMENTS (72)		36,000.00	2004
UPDATE FIRE ALARM SYSTEM (1)		15,000.00	2004
REPLACE EXIT LIGHTS (10)		5,000.00	2004
INCREASE LIGHTING IN PARKING LOT AND REAR OF BUILDING (1)		5,000.00	2004
REPLACE STAIRWELL LIGHTS (20)		15,000.00	2004
INSTALL NEW KITCHEN LIGHTS (72)		10,800.00	2004
REPLACE FLOOR TILE IN HALLWAYS (8)		75,000.00	2004
Total estimated cost over next 5 years		\$497,300.00	
Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-25	NEW FLORENCE MANOR		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
REPLACE PATIOS (40)		24,000.00	2001
ADDITIONAL PARKING		10,000.00	2001
COMMUNITY ROOM RENOVATIONS (1)		5,000.00	2001
Total estimated cost over next 5 years		\$39,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-26	ST. CLAIR MANOR		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

EMERGENCY GENERATOR (1)	5,000.00	2001
UPGRADE QUALITY OF CURTAIN RODS (60)	6,000.00	2001
COMMUNITY ROOM RENOVATIONS (1)	5,000.00	2001
Total estimated cost over next 5 years	\$16,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-40	DERRY TOWNHOUSES		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
REPLACE SIDING (50)		50,000.00	2001
CONSTRUCT OUTDOOR STORAGE BUILDING (1)		10,000.00	2001
REPLACE WATER CLOSETS (50)		12,500.00	2001
LANDSCAPING (1)		15,000.00	2001
FENCE AROUND WETLANDS (1)		15,000.00	2001
Total estimated cost over next 5 years		\$57,500.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-8	WESTGATE MANOR		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
VIDEO SECURITY CARD KET SYSTEM (72)		18,000.00	2001
REPLACE KITCHEN AND BATH FLOOR TILE (72)		72,000.00	2001
REPLACE SIDEWALK PATIO (1)		10,000.00	2001
ELEVATOR RENOVATIONS (2)		130,000.00	2001
CANOPY FOR SIDEWALK SEATING AREA (1)		7,500.00	2004
Total estimated cost over next 5 years		\$237,500.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

PA 18-7	PLEASANT MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
RELIN TUBS (50)			10,000.00	2001
ENTRANCE SIGN (1)			5,000.00	2001
HOT WATER TANK REPLACEMENT (50)			15,000.00	2001
REPLACE BANISTER AND SPINDLES AT TOP OF FLOOR (26)			13,000.00	2004
Total estimated cost over next 5 years			\$43,000.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 18-10	SCOTTDALE MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
ROOF REPLACEMENT (1)			85,000.00	2001
OUTDOOR COMMUNITY SPACE			15,000.00	2002
Total estimated cost over next 5 years			\$100,000.00	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PA 18-8	HIGHLAND MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
ENCLOSE STAIRWAYS (50)			100,000.00	2002
REPAIR BOWED CEILINGS (50)			50,000.00	2002
CONSTRUCT ROOF OVER UPPER TOWNHOUSES (4)			100,00.00	2004
Total estimated cost over next 5 years			\$250,000.00	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
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PA 18-9	ARNOLD MANOR		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
REPLACE FLOOR TILE IN HALLWAYS (9)		30,000.00	2002
NEW REGISTER COVERS ON FIRST AND SEVENTH FLOORS		9,000.00	2002
REPLACE BRICK IN WALKWAYS		10,000.00	2002
CLEAN AND SEAL BUILDING (1)		20,000.00	2002
VENTILATION FAN IN COMMUNITY ROOM (1)		2,500.00	2004
INSTALL KNOBS ON KITCHEN CABINETS (80)		20,000.00	2004
INSTALL FLAGPOLE WITH LIGHT (1)		500.00	2004
SECURITY CAMERA IN LOBBY AREA (1)		2,500.00	2004
Total estimated cost over next 5 years		\$94,500.00	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-11	MCMURTRY TOWERS		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
REPLACE FIRST FLOOR HEATERS		3,000.00	2002
UPGRADE PLUMBING (100)		65,000.00	2002
OUTDOOR STORAGE FOR FLAMMABLE MATERIAL		15,000.00	2002
RECONSTRUCT THE COMMUNITY ROOM TO ENLARGE BY EXPANDING INTO AN ADJACENT STORAGE ROOM AT REAR OF EXISTING COMMUNITY ROOM (1)		100,000.00	2004
Total estimated cost over next 5 years		\$183,000.00	

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-15	PARNASSUS MANOR		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
REPLACE COMMON AREA FLOOR TILE		65,000.00	2002
ADDITIONAL HEAT IN BATHROOMS (104)		74,000.00	2002
ELEVATOR RENOVATIONS (2)		200,000.00	2002
OUTDOOR STORAGE FOR FLAMMABLE MATERIAL		15,000.00	2002
Total estimated cost over next 5 years		\$354,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-29	TRAFFORD MANOR		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
CONSTRUCT AN OUTDOOR SHED (1)		15,000.00	2002
MOVE LAUNDRY ROOM TO LARGER SPACE (1)		45,000.00	2002
PROVIDE MORE LAUNDRY FACILITIES		4,000.00	2002
KEY CARD SYSTEM WITH TV MONITORING		20,000.00	2002
INSTALL CENTRAL INTERCOM SYSTEM		10,000.00	2002
REPLACE BOILERS (2)		60,000.00	2002
REPLACE COMPRESSORS (2)		35,000.00	2002
REPLACE EXHAUST FANS (100)		25,000.00	2004
REPLACE COMMUNITY ROOM HEATING AND COOLING UNITS (1)		10,000.00	2004
REPLACE ALL PUMPS AND VALVES (100)		12,000.00	2004
REPLACE FIRE ALARM SYSTEM (1)		50,000.00	2004
UPGRADE ELECTRICAL SYSTEM (100)		60,000.00	2004
REPLACE ALL RISER VALVES		25,000.00	2004
REPLACE ALL STOPS		9,000.00	2004
REPLACE ALL TRAPS		9,000.00	2004
REPLACE ALL FAUCETS (200)		30,000.00	2004
REPLACE ALL BATHROOM FIXTURES (100)		44,000.00	2004
REPLACE ROOF (1)		85,000.00	2004
SITE IMPROVEMENTS		20,000.00	2004
REPLACE COMMON AREA CEILING TILE		25,000.00	2004
REMOVE AND REPLACE VINYL WALL COVERING		65,000.00	2004
Total estimated cost over next 5 years		\$658,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-17	LATROBE TOWNHOUSES		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
KITCHEN APPLIANCES (20)		20,000.00	2002
REPAVE PARKING PADS (20)		60,000.00	2002
REPLACE INTERIOR DOORS		180,000.00	2002
CLEAN EXTERIOR OF BUILDINGS (6)		45,000.00	2002
REPLACE SIDEWALKS		100,000.00	2002
REPLACE ROOF SHINGLES (6)		120,000.00	2002
REPLACE SOFFIT, FACIA, GUTTERS AND DOWNSPOUTS (6)		75,000.00	2002
Total estimated cost over next 5 years		\$600,00.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-14	LATROBE MANOR		
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)
INSTALL NEW APPLIANCES (84)			84,000.00
PAINT STAIRWELLS (2)			15,000.00
REPLACE ROOF (1)			85,000.00
Total estimated cost over next 5 years			\$184,000.00

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-4	KENSINGTON MANOR HI-RISE		
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)
BATHROOM RENOVATIONS (53)			53,000.00
TRASH COMPACTOR (1)			10,000.00
INTERCOM SYSTEM (53)			35,000.00
REPLACE UNIT ENTRANCE DOORS (53)			53,000.00
REPLACE CLOSET DOORS (53)			101,000.00
Total estimated cost over next 5 years			\$252,000.00

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 18-4	KENSINGTON MANOR TOWNHOUSES		
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)

ROOF REPLACEMENT (11)	120,000.00	2003
REPLACE STACKS AND FLUES (11)	45,000.00	2003
PROVIDE NEW BREAKER PANELS (50)	25,000.00	2003
UPDATE EXTERIOR LIGHTING (50)	50,000.00	2003
BATHROOM UPGRADE (50)	75,000.00	2003
REPLACE SIDING (11)	44,000.00	2003
FURNACE REPLACEMENT (50)	50,000.00	2003
REPLACE HOT WATER TANKS (50)	25,000.00	2003
UPGRADE SEWER LINES TO UNITS - MAIN AND LATERALS (50)	100,000.00	2003
REPLACE INDOOR CIRCLINE LIGHTS AND RECEPTACLES (50)	15,000.00	2003
REPLACE COMMUNITY ROOM BOILER AND HOT WATER TANK (1)	15,000.00	2003
KITCHEN UPGRADE (50)	200,000.00	2003
Total estimated cost over next 5 years	\$764,000.00	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PHA - WIDE ACTIVITY			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
CONDUCT A STUDY TO DETERMINE THE FEASIBILITY OF CONVERTING EFFICIENCY UNITS TO ONE BEDROOM UNITS IN ALL HIGH RISE BUILDINGS (13) AND FAMILY PROJECTS WITH EFFICIENCY UNITS (1)			200,000.00
Total estimated cost over next 5 years			\$200,000.00

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

☐

Revitalization Plan under development

☐

Revitalization Plan submitted, pending approval

☐

Revitalization Plan approved

☐

Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for

occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD
FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?
[Explanation: The 1997 Personal Responsibility and Work Opportunity Reconciliation Act replaced Aid to Families with Dependent Children with the new Temporary Assistance for Needy Families (TANF). TANF financial assistance is provided by the PA Dept. of Public Welfare].
The PHA has an ongoing productive working relationship with the TANF Agency but no formal written agreement. A TANF Agency representative sits on the Authority's 18 member Family Self Sufficiency and Rental Services/Case Management Advisory Board and provides letters of support when asked.

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)

Income verification referred to TANF Agency under Section 8 and Public Housing Programs.

- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
Westmoreland Human Opportunities (WHO), Community College, PIC, Child Care Assistance and others
- ☒ Jointly administer programs
Homeless Assistance Program.
The Authority also jointly administers an Emergency Shelter Grant Program with Westmoreland County.
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

- a. Self-Sufficiency Policies
- b. Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

- b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to

sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name) See Below	Eligibility (public housing or section 8 participants or both)
<i>Family Unification Program</i>	<i>55</i>	<i>Specific Criteria</i>	<i>Development office/PA Welfare Dept.</i>	<i>Both</i>
<i>Child Care Assistance Project</i>	<i>Varies</i>	<i>Specific Criteria</i>	<i>Development Office/Child Care Assistance Agency</i>	<i>Both</i>
<i>Mental Health - Mental Retardation</i>	<i>Varies</i>	<i>Need based</i>	<i>Development Office/Westmoreland County MH - MR</i>	<i>Both</i>
<i>Income -Foodstamps - Medical - Job Search</i>	<i>Varies</i>	<i>Specific criteria</i>	<i>Development Office/PA Welfare Dept.</i>	<i>Both</i>

<i>Domestic and Sexual Violence</i>	<i>Varies</i>	<i>Need based</i>	<i>Development Office/Center Against Domestic and Sexual Violence</i>	<i>Both</i>
<i>Job Search - Career Counseling - Job Training - GED Preparation</i>	<i>Varies</i>	<i>Need based</i>	<i>Development Office/Private Industry Council</i>	<i>Both</i>
<i>Post High School Education</i>	<i>Approx. 100</i>	<i>Specific criteria - testing</i>	<i>Development Office/Westmoreland County Community College</i>	<i>Both</i>
<i>Head Start - Housing Counseling - Home Ownership - Job Search - Transportation Aid to Employment</i>	<i>Varies</i>	<i>Specific criteria</i>	<i>Development Office/Westmoreland Human Opportunities Inc.</i>	<i>Both</i>

- In all of the above cases the PHA is the initial contact for the assistance provided. The Housing Authority's Social Service staff has found that program results are significantly better when the family/person in need makes the contact with social service agency rather than the Authority. In all cases the PHA staff follows up directly on their referrals with the tenant or provider on the status of the service and when necessary becomes more overtly involved in the delivery of the service.*

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	66	18 (4-1-00)
Section 8	193	57 (4-1-00)

- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

Continued outreach activities including mass mailings of promotional flyers, recruitment at Section 8 group briefings, PADEP Resources Centers, Social Service Agencies such as the Private Industry Council(Job Training Partnership Act), PA Public Welfare Dept., and Westmoreland Human Opportunities Inc.(WHO). Door to door recruitment in public housing developments. The Housing Authority has found that working families have been unable to see the advantages of the FSS without face to face meetings at which individual, specific circumstances can be discussed. Steps that provide for a personal contact will be emphasized.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
New HUD policy directions identified in Final Rule dated March 29, 2000 Changes to Admission and Occupancy Requirements in the Public Housing and Section 8 Assistance Programs, will be full implemented.
- ☒ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
A recent survey by the PHA supports this need.
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
PHA statistics and experience suggest that the level of violence and/or drug related activity is largely perceived.
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
The PHA conducts an annual survey. The most recent survey was completed in December 1999.
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing
Uniform Crime Statistics provided by the Pennsylvania State Police are reviewed every six months.
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
Project Managers and Maintenance Staff.
- ☐ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

The PHA believes its Drug Elimination Grant Program has produced significant results in improving the safety and livability of its developments. In cooperation with local police departments, an effort will be initiated during 2001 to quantify this success.

☐ Other (describe below)

3. Which developments are most affected? (list below)

- ☐ *Park Manor and Highland Manor in Monessen.*
- ☐ *Kensington Manor and East Kensington Manor in New Kensington*
- ☐ *West Hempfield Townhouses in Irwin*
- ☐ *Derry Townhouses in Derry Twp.*

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
Contract with St. Vincent College Prevention Project .

☒ Crime Prevention Through Environmental Design
See the Capital Fund Annual and 5-YearImprovement Plan contained in Component 7. The Authority will also complete design improvements approved as part of the 1999 - 2000 PHDEP funding.

☒ Activities targeted to at-risk youth, adults, or seniors

☐ Volunteer Resident Patrol/Block Watchers Program

☒ Other (describe below)

The PHA will complete the following 1999 -2000 activities during the program year and will continue established prevention activities.

- ☐ *Renovate recreational areas.*
- ☐ *Institute use of security card keys.*
- ☐ *Provide intercom systems.*
- ☐ *Additional Drug Centers will be opened at West Hempfield Twp. Townhouses and Derry Twp. Townhouses.*

2. Which developments are most affected? (list below)

- ☐ *Park Manor in Monessen.*
- ☐ *East Kensington Manor in New Kensington*

- ☐ *West Hempfield Townhouses in Irwin*
- ☐ *Derry Townhouses in Derry Twp.*

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
During the 2001 Plan Year, the PHA in cooperation with the Police Departments in New Kensington and Monessen will strive to develop a system that provides project specific crime data.
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
Police substations have been established at 3 public housing developments.
 - ☐ *East Kensington Manor*
 - ☐ *Park Manor*
 - ☐ *Highland Manor*
 - ☐ *In addition Kensington Manor receives additional patrol services by the New Kensington Police.*
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
Regular meetings in Monessen, other meeting are as needed.
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
Agreements have been established through the Comp. Grant Program.
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

- ☐ *Park Manor*
- ☐ *Highland Manor*
- ☐ *Kensington Manor*
- ☐ *East Kensington Manor*

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☒ Comprehensive stock assessment
- Annual physical inspection prior to developing capital improvements program*
- ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☒ Provided below:

Resident Advisory Board Comments:

The Resident Advisory Board was given the Annual and 5-Year Plan prior to the organized meeting in order for the members to have the opportunity to review the document. The recommendations from the Board include:

- 1. It is the Housing Authority's plan to reduce vacancies by 2% yearly over the next 5 years. The recommendation is that we should reduce vacancies by a much larger number. After careful review, the Authority feels that a 2% reduction is reasonable, as the reduction would be net.*
- 2. The recommendation of the Advisory Board concerning the pet policy, is that the residents do not want pets at their developments. The Authority will consider their wishes as they develop the pet policy within HUD guidelines.*
- 3. The residents from Arnold Manor feel that the Capital Fund priority list is unfair to their development. They would like to have knobs installed on their newly installed kitchen cabinets rather than replacement of floor tile. The Authority will make that change in the priority list.*

Public Hearing Comments:

- 1. The comment was made that the Authority should better address the needs of handicapped individuals and families. The Authority used current available data to interpret the need for additional housing for handicapped. An adjustment may be made to the Housing Needs if the 2000 census indicates the demand is significant.*
- 2. One person suggested that certain developments should be designated for elderly/handicapped only. The Authority will investigate that for future years, however it is felt that designating for only one use decreases the flexibility for occupancy. Due to the high number of vacancies, the Authority at this time does not choose to designate any developments for certain populations.*
- 3. The suggestion was made that the Authority develop a Homeownership Program, in addition to the Family Self Sufficiency Program. At this time, the Authority has no plan to develop such a program, however, the Authority works very closely with the Westmoreland Human Opportunities, Inc., (WHO). WHO is the community service agency that administers a homeownership program in Westmoreland County. Our case managers in the Family Self Sufficiency Program have successfully worked with and made referrals to the program.*

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☒ The PHA changed portions of the PHA Plan in response to comments
List changes below:
Priorities were reordered for Capital Fund expenditures.
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

A public housing resident volunteered through the self nomination process to serve on the Housing Authority Board. His name was forwarded to and the appointment was made by the elected Board of County Commissioners.

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot.
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any head of household receiving PHA assistance
- ☒ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization

☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

Westmoreland County

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Part 4 of the Westmoreland County Consolidated Plan at page 7 states “ No gaps have been identified within this organization (Housing Authority) relative to the implementation of the Consolidated Plan strategies”.

The Housing Authority has played a leadership role and has been a partner with county government in providing low income housing opportunities to Westmoreland County’s most needy residents. The Housing Authority intends, not only through its traditional public housing and Section 8 programs to move forward in this capacity, but to continue to support Countywide housing efforts wherever they may be initiated. Toward meeting these objectives the WCHA will undertake the following activities in support of the Consolidated Plan Strategies:

- ❑ *The Westmoreland County Consolidated Plan lists a series of Recommended Actions to deal with identified Barriers to Affordable Housing. The WCHA's continued commitment to and involvement in the locally created Tenant Based Rental Assistance (TBRA) Program supports the Plan's recommended actions.*
- ❑ *The WCHA will continue to support the Homeownership Strategies through continued participation in the Federal Self Sufficiency Program.*
- ❑ *The Housing Authority's long term commitment to maintain and improve the existing 1934 units of federally assisted public housing now under management supports the Plan Strategy of rehabilitating rental units. The Housing Authority projects spending approximately \$2.6 million annually to meet this objective. The inspection process, necessary to assure the long term viability of the County's approximate 1700 Section 8 units and inspection services to support the TBRA Program, funded through HOME, will likewise play an important role in the coming year.*
- ❑ *Additional commitments to improving and maintaining the existing housing stock will be made by exploring the feasibility and identifying potential locations where existing small elderly efficiency units can be converted to larger one-bedroom units.*
- ❑ *Researching new methods and expanding existing marketing programs to reach and house those extremely large low-income families is an objective shared by both County Government and the WCHA.*
- ❑ *Countywide Strategies aimed at preventing homelessness, through the jointly funded and very successful Homeless Assistance Program will be continued.*
- ❑ *The Housing Authority will support the County in meeting the emergency needs of the homeless by continuing to serve as an integral part of the County's Emergency Shelter Grant Program.*

☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

- ❑ *The County's commitment to continue to provide HOME financial assistance that supports the Westmoreland County Tenant Based Rental Program.*
- ❑ *Financial assistance to serve the homeless (and prevent homelessness) through the County Emergency Shelter Grant Program.*
- ❑ *Financial assistance for the Emergency Housing Rehabilitation Program.*

D. Other Information Required by HUD

The PHA has established the following definition for "Substantial Deviation and Significant Amendment or Modification". Changes other than those specified will be undertaken by the PHA staff and reported in the 2002 Annual Plan.

- ❑ *Changes to rent or organization of the waiting list.*
- ❑ *Additions of non-emergency work items in excess of \$25,000 (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.*
- ❑ *Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.*

Community Service Description

The Housing Authority has established a community service policy and program to meet the 8 hour community service/self sufficiency requirements of the QHWRA. The program is planned to become operational on October 1, 2000.

The Authority has undertaken an assessment of the number of persons preliminarily believed to be nonexempt from the community service /self sufficiency requirement. Since these number are relatively small the PHA has constructed a program which they will initially administer. The Authority is reserving the option to contract with a third party, including the Resident Advisory Board, if after gaining some experience this becomes necessary.

As an initial step the Authority will communicate the requirements (including the complete list of exempt categories) to all public housing households. With this correspondence the PHA will also identify those individuals within the household, who according to the most recent PHA resident recertification, will be required (non-exempt) and those not required (exempt) to participate in an 8 hour community service program. Persons incorrectly identified are instructed to contact the PHA site office with documentation supporting their correct status.

Among other items the letter will also indicate that the lease will be amended as of October 1, 2000 or as soon as practicable thereafter, to require community service for all non-exempt persons and noncompliance (following proper appeal) will result in eviction.

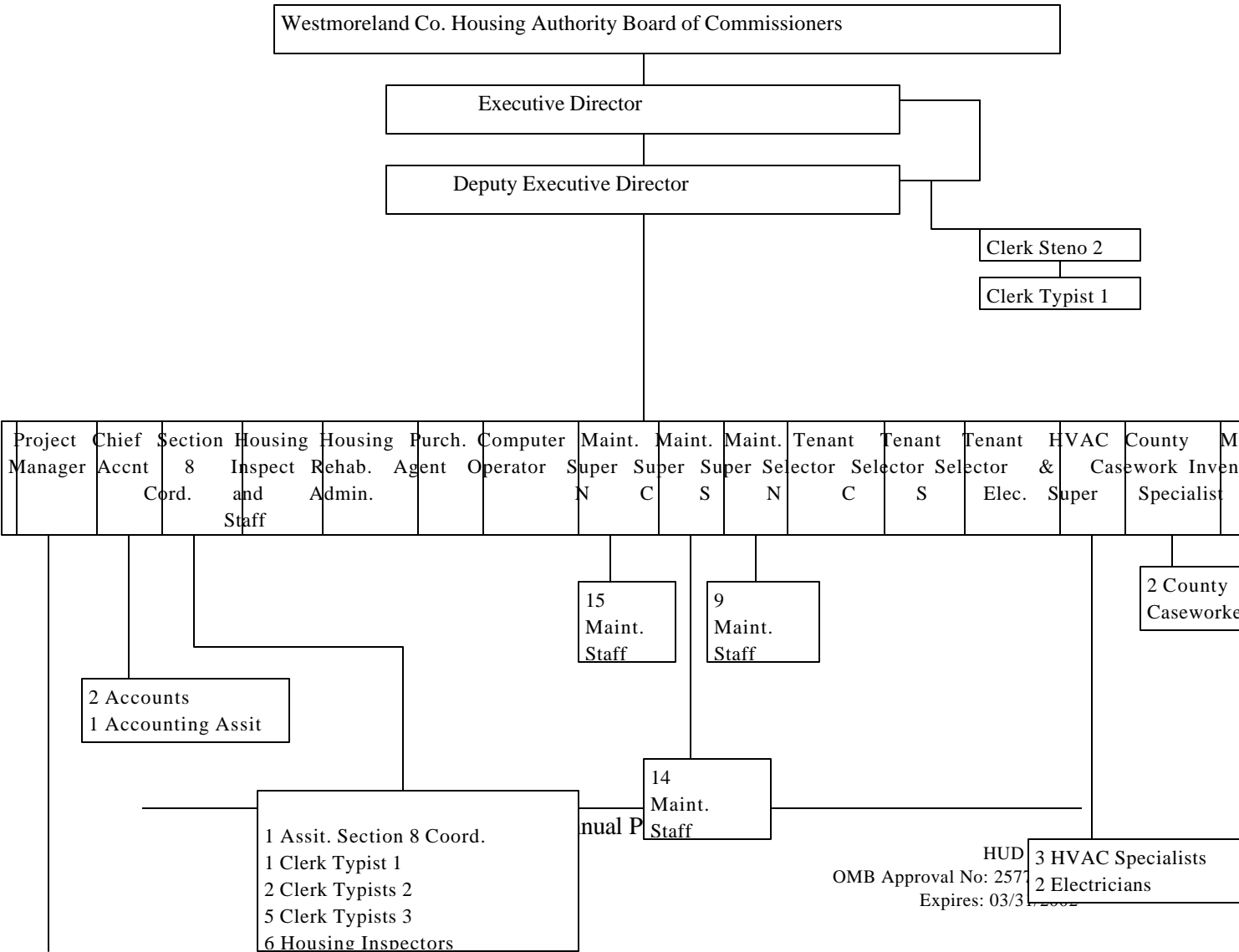
The Housing Authority will be an active partner in assisting residents to meet the community service requirement. The Community Service Program will be built around a combination of self sufficiency and community service opportunities. The Authority will offer residents a “Job Readiness and Personal Care” course to be developed in cooperation with the local TANF. Although community service opportunities, within the guidelines of the QHWRA, including service in and around Authority property, will be identified and offered, the nonexempt residents will be directed toward the Job Readiness course. Whatever option is chosen it is the responsibility of the resident to meet the 8 hour monthly service/self sufficiency requirement as a provision of the lease and continued occupancy in public housing.

Residents participating the “Job Readiness and Personal Care” self-sufficiency experience will be required to sign in at each scheduled course offering. The agency or organization for which the community service is provided by the resident will be responsible to document the service in a manner acceptable to the Authority.

D. Other Information Required by HUD

Organizational Chart:

Westmoreland County Housing Authority



Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 443,317.00

B. Eligibility type (Indicate with an "x") N1_____ N2_____ R__X_____

C. FFY in which funding is requested 2000

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Westmoreland County Housing Authority's (WCHA) approach to reducing/eliminating drug and drug-related crime will focus on prevention activities. Resource centers, established under FY 1998 & FY 1999 PHDEP, will continue to provide prevention and youth recreational activities to the nine, targeted public housing communities. Prevention activities support the following goals: increase parenting skills, assist youth and adults in job search for gainful employment, provide educational materials and activities to decrease substance abuse, drug addiction, and the threat of violence in families and the public housing community. Through ongoing educational, social, and recreational programs, the PHDEP programming will increase residents' (youth and adult) awareness of the ill effects of drugs and provide them with alternatives to drugs and drug-related crime. WCHA Comp Grant monies compliment the PHDEP program by funding police sub-stations and additional police patrols, to increase police visibility and improve police/tenant relationships.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
East Kensington Manor	126	351
Kensington Manor	105	125
Arnold Townhouses	20	38
Park Manor	102	155
Highland Manor	50	129
West Hempfield Townhouses	40	70
Derry Townhouses	50	101
Latrobe Townhouses	20	45
Jeannette Townhouses	30	58

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months _____ 12 Months X 18 Months _____ 24 Months _____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY 1998 X	\$ 426,870.00	PA28DEP0180198	\$ 178,335.29		11/19/00
FY 1999 X	\$ 425,365.00	PA28DEP0180199	\$ 425,365.00		1/18/01

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Westmoreland County Housing Authority’s (WCHA) drug/crime reduction strategy is two-fold. First, WCHA is enforcing the One Strike Policy within all public housing communities. WCHA is using Comp Grant funds to provide additional law enforcement at four public housing sites. Second, WCHA will continue its attack on drugs and drug-related crime through prevention activities funded by the PHDEP. WCHA has provided facilities for six resource centers as the core for prevention activities. The six PHDEP resource centers are established at public housing communities in Monessen (2), New Kensington (2), Derry/Latrobe, and Irwin/North Huntingdon. These communities are located in and around high crime areas. WCHA is sub-contracting with Saint Vincent College Prevention Projects (SVCPP) to provide prevention programming to meet the following goals: increase substance abuse awareness among youth and adults; provide outreach and referrals for drug treatment and intervention; increase residents’ educational level and skills; increase employability and employment opportunities for youth and adults; build a sense of community; enhance parenting skills; provide recreational and cultural activities as alternatives to drugs and drug-related crime. WCHA receives monthly reports from each resource center and semi-annual reports from SVCPP. WCHA and SVCPP meet monthly to monitor prevention activities and review monthly reports.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY _2000___ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	0
9120 – Security Personnel	0
9130 – Employment of Investigators	0
9140 – Voluntary Tenant Patrol	0
9150 – Physical Improvements	0
9160 – Drug Prevention	\$ 144,949.00
9170 – Drug Intervention	0
9180 – Drug Treatment	0
9190 – Other Program Costs	\$ 298,368.00
TOTAL PHDEP FUNDING	\$ 443,317.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 0		
Goal(s)	Reduce drug & drug-related crime in targeted public housing communities.						
Objectives	Increase police visibility in targeted public housing communities. Improve police/tenant relationships within targeted public housing communities.						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Fund police sub-stations within East Ken Manor, Park Manor, and Highland Manor and add police patrol at Kensington Manor.					0	\$60,000 / Comp Grant	Monthly reports from police.
2.							

9120 – Security Personnel					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 – Employment of Investigators					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 – Physical Improvements					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of	Target	Start	Expected	PHDEP	Other	Performance Indicators

	Person s Served	Population	Date	Complete Date	Funding	Funding (Amount /Source)	
1.							
2.							
3.							
9160 – Drug Prevention					Total PHDEP Funding: \$ 144,949.00		
Goal(s)	Prevent and reduce drug and drug-related crimes by providing substance abuse education and offering programs and activities as alternatives to drug and drug-related crime. Support the welfare reform. Provide recreational/cultural activities. Enhance and support the family/living environment of the public housing tenants.						
Objectives	1) Increase substance abuse awareness among youth and adults. Conduct outreach and referral for drug treatment. 2) Increase educational level and skills. 3) Increase employability and employment opportunities for youth and adults. 4) Build a sense of community. Organize, mobilize, and build a sense of community among residents. 5) Enhance parenting skills. 6) Provide recreational and cultural activities for youth. 7) Collect data on drug and drug-related crime within nine public housing communities.						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Distribute educational flyers on drug abuse; provide educational, drug prevention programs; provide drug-free personal development activities; conduct outreach and referrals for drug treatment.	1072	Youth Adults	10/00	09/01	\$ 20,769		<u>Youth:</u> A. Distribute 1250 educational flyers on drug abuse. B. Provide 48 drug education programs to youth. C. Provide 48 drug-free, personal development activities to youth. D. Provide 24 referrals for substance abuse issues. E. Provide 24 hours of outreach/counseling. F. Provide transportation for substance abuse support services to 24 youth. <u>Adults:</u> A. Distribute 750 educational flyers on drug abuse. B. Provide 25 drug-free education programs to families. C. Provide 25 drug-free, personal development activities. D. Provide 24 referrals for substance abuse

							<p>issues.</p> <p>E. Provide 24 hours of outreach/counseling.</p> <p>F. Provide transportation for substance abuse support services to 24 adults.</p>
2. Distribute educational information; provide information/referrals to G.E.D. and other education and services. Provide counseling to parents concerned about child's education; educational and health seminars.	1072	Youth Adults	10/00	09/01	\$ 20,769		<p><u>Youth:</u></p> <p>A. Distribute educational information to 75 teens.</p> <p>B. Provide 40 referrals to G.E.D. and other educational services.</p> <p>C. Provide 20 collaborative/consultative services.</p> <p>D. Provide 1200 hours of tutoring/Homework assistance.</p> <p><u>Adults:</u></p> <p>A. Distribute 500 educational information flyers.</p> <p>B. Provide information & make 50 referrals to G.E.D. & other education services.</p> <p>C. Provide 20 collaborative/consultative services.</p> <p>D. Provide 100 hours of education for health/social services.</p> <p>E. Provide 10 activities relating to health/social services.</p>
3. Enhance employment readiness; distribute career information; provide career/job-related activities; link to job centers & market; provide technical support; computer access and classes.	1072	Youth Adult	10/00	09/01	\$20,769		<p><u>Youth:</u></p> <p>A. Distribute 600 pieces of career information.</p> <p>B. Provide 36 career/job-related activities.</p> <p>C. Provide 48 hours of related education.</p> <p><u>Adults:</u></p> <p>A. Distribute 600 flyers on job development/career exploration.</p> <p>B. Provide linkage to job centers &</p>

							<p>markets for 60 adult residents.</p> <p>C. Provide referrals for consultation & support for 24 residents.</p> <p>D. Provide 24 employment activities.</p> <p>E. Provide 120 hours of related education.</p> <p>F. Provide job-related transportation for 30 residents.</p>
4. Engage residents in community activities; provide consultation and outreach for crime prevention, home safety, and sexual/domestic violence; provide safe-night activities; promote leadership for positive community change.	1072	Youth Adults	10/00	09/01	\$ 20,769		<p><u>Youth:</u></p> <p>A. Engage 120 youth in community activities.</p> <p>B. Provide 24 outreach programs for crime prevention and home safety.</p> <p>C. Initiate 72 on-going safe night activities for youth.</p> <p>D. Promote 24 leadership programs for positive, community change.</p> <p><u>Adult:</u></p> <p>A. Support neighborhood groups with 600 pieces of information on safety, crime, & substance abuse.</p> <p>B. Provide 24 referrals to domestic and sexual abuse services.</p> <p>C. Provide 24 crime prevention programs.</p> <p>D. Provide 24 hours of outreach on personal and home safety.</p>
5. Distribute information on parenting; provide outreach and referral services for parenting; provide skill development programs.	511	Adults	10/00	09/01	\$ 20,769		<p><u>Adults:</u></p> <p>A. Distribute 600 pieces of informational literature on parenting.</p> <p>B. Provide outreach and referral services for 36 residents.</p> <p>C. Provide 24 hours of</p>

							consultation and 24 skill development programs. D. Provide 72 drug-free, family activities. E. Provide transportation to family/support services for 36 residents.
6. Provide drug-free activities within the housing community; distribute information and provide opportunity for youth and adults to link with community centers, parks, theaters, and schools.	1072	Youth Adults/Families	10/00	09/01	\$ 20,769		<u>Youth:</u> A. Provide 72 drug-free events. B. Engage youth in 120 recreational/ cultural activities in the community. C. Distribute 600 flyers that include cultural information from local parks, universities, & churches to community youth. <u>Adults/Families:</u> A. Provide 72 drug-free, adult/family activities. B. Distribute 240 flyers on cultural fairs, seminars, etc. C. Establish 120 new linkages with community centers, agencies, etc.
7. Compilation of crime statistics for targeted public housing communities and adjacent areas.	1072	Youth Adults	10/00	09/01	\$ 20,335		Statistics for drug and drug-related crimes in and around the nine targeted, public housing communities.

9170 - Drug Intervention					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

2.							
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9180 - Drug Treatment					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							

9190 - Other Program Costs					Total PHDEP Funds: \$ 298,368.00		
Goal(s)	Provide resource centers, in the hub of public housing communities, where youth and adults can easily access drug prevention programs. Resource centers will serve as a gathering site where residents can build a sense of community and be educated about the ill effects of drugs and drug abuse. The resource centers will support welfare reform efforts by providing career counseling, job readiness activities, educational training, computer training, and job search. Centers will provide social, recreational and cultural programs as alternatives to drugs and drug- related crime.						
Objectives	Provide staff and facilities to maintain drug prevention activities.						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Employ staff to provide programming for six public housing communities and three scattered sites. 1 - Prevention Program Operations Manager 1 - Community Prevention Manager 7 - Full time Community Prevention Specialists 1 - Part time Community Prevention Specialist			10/00	09/01	\$278,416	SVCPP In-Kind	Successful programming will be measured by the number of residents attending the centers and the amount of time they spend at each resource center utilizing drug prevention activities. Successful programming will be measured by meeting the established prevention goals.
2. Provide facilities/ apartments for six resource centers.			10/00	09/01		WCHA In Kind	The establishment of a hub for public housing community prevention activities.
3. Administrative cost for audit, travel, etc.			10/00	09/01	\$ 19,952		Effective administering and monitoring of the PHDEP.

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160 Prevention	Activities 1, 2, 3, 4, 5, 6, 7	\$ 144,949.00	Activities 1, 2, 3, 4, 5, 6, 7	\$ 144,949.00
9170				
9180				
9190 Other Cost	Activities 1, 2, 3	\$ 298,368.00	Activities 1, 2, 3	\$ 298,368.00
TOTAL		\$ 443,317.00		\$ 443,317.00

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

